

August 2022

HEROES *Handbook*

› *A Guide to Your Career*



MISSOURI DEPARTMENT OF CORRECTIONS

Improving Lives for Safer Communities

Contents

Director's Welcome	3
Employee Handbook Overview	4
Notice of At-Will Employment.....	4
Employee Rights.....	5
EEO Statement.....	5
ADA.....	5
Missouri Human Rights Act.....	6
Pregnancy and Breastfeeding	6
Family and Medical Leave Act (FMLA)	6
Military Leave.....	8
Employee Benefits.....	9
State-Sponsored Insurance Plans	9
Retirement.....	9
Cafeteria Plan.....	9
Deferred Compensation.....	10
Paid Leave	10
Bereavement Leave	10
Parental Leave	10
Leave for Victims of Domestic Violence.....	10
ShareLeave	11
Holidays	11
(MOST) Savings Tuition Program	11
Credit Union	11
Savings Bond.....	11
Employee Assistance Program	12
Peer Action and Care Team (PACT).....	12
Training and Job Development Opportunities.....	12
College Partnerships.....	12
Employee Recognition.....	12
Employee Wellness	13

Special Discounts for State Employees	13
Employee Expectations and Responsibilities	14
Employee Standards	14
Drug Free Workplace Statement	14
Tobacco Use Limitations	15
Computer Systems	15
Social Media Policy	16
Attendance and Work Schedule.....	17
Annual Employment Requirements	17
Employee Personal Information.....	18
Outside Employment.....	18
State Income Tax Compliance.....	18
Nepotism and Fraternization	18
Reporting Criminal Arrests.....	19
Reporting Work-Related Misconduct.....	19
Avoidable Contact with Offenders	20
Offender Abuse and Sexual Contact with an Offender	20
Employee Searches.....	21
Solicitation and Gambling	21
Investigations	21
Discrimination, Harassment, Retaliation and Unprofessional Conduct	21

Director's Welcome

Dear Team Member:

It is my pleasure to welcome you to the Missouri Department of Corrections. I want to wish you success as you assume your duties with us. We hope that you will quickly feel at home and prosper in your career.

Starting a new career is an important endeavor and means as much to us as it does to you. Whatever position you hold on our team, it is important. We have built our department through the leadership, dedication, teamwork, cooperation, and service of quality staff such as you. Your commitment to these ideals is absolutely necessary for us to continue our growth and development as a quality employer.

We take great pride in the work we do. Improving lives for safer communities is our overarching mission, and we achieve that by making the work place better; improving our workforce; and reducing risk and recidivism. You will be important in helping us achieve our mission.

The following pages will help you become familiar with many of the requirements and benefits of working for the Department of Corrections. The statements and policies contained in this handbook serve as a guideline for our expectations.

Please review them carefully to understand our expectations of you as well as your rights as an employee. Please note that not all policies are covered, and you must take responsibility to become familiar with departmental, divisional, and worksite policies and procedures.

We are proud to have you as part of our team. We hope you will share our sense of pride as you grow with us. Please share your handbook with your family, as they too will learn important information about your new career, our department, and the benefits of working with us.

Again, welcome, and thank you for choosing us as your employer.

Sincerely,

A handwritten signature in black ink that reads "Anne L. Precythe". The signature is fluid and cursive, with the first name "Anne" and last name "Precythe" clearly legible.

Anne L. Precythe
Director

Employee Handbook Overview

The Employee Handbook will acquaint you with the Missouri Department of Corrections. It outlines your rights, benefits and responsibilities as an employee of the department. The handbook does not cover all aspects of your employment or each policy and procedure in complete detail. Instead, the Employee Handbook serves as a convenient reference tool and can guide you to more detailed department policies and procedures when you have additional questions. For further information regarding all applicable policies and procedures, please refer to the department and divisional policy and procedure manuals at your worksite or available in the department's computer system (K: Policy, Procedures and Forms). You are encouraged and expected to become familiar with the contents of those documents. Additionally, your supervisor or worksite personnel representative can provide further information should questions arise during your employment.

Notice of At-Will Employment

Nothing contained in this handbook is meant to create any rights not afforded by state statute or federal laws. All employees of the department are at-will employees.



Employee Rights

EEO Statement

The Missouri Department of Corrections provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

D2-10.3 Equal Employment Opportunity policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The department is committed to maintaining a work environment that fosters mutual respect and working relationships free from discrimination, harassment, retaliation, and unprofessional conduct. The department does not tolerate this type of behavior, and staff members who engage in such behavior or who fail to report such behavior will be subject to disciplinary action.

ADA

Title I of the Americans with Disabilities Act (ADA) Amendments Act of 2008 prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments.

Title I protects “qualified employees with disabilities.” The term “qualified” means that the individual satisfies the skills, experience, education, and other job-related requirements of the position sought or held, and can perform the essential job functions of the position, with or without accommodation.

If you believe you are a qualified employee with a disability and want to request a reasonable accommodation, please refer to the department procedure that outlines the process, D1-1.3 Employee ADA Requests.

Missouri Human Rights Act

The Missouri Human Rights Act prohibits employers from discriminating, harassing, or retaliating against an employee or job applicant due to his or her race, color, religion, national origin, sex, ancestry, age or disability.

If you witness or experience discrimination, harassment, or retaliation for any of the reasons listed above, you have a responsibility and must notify your direct supervisor, another supervisor, the chief administrative officer, or the Office of Professional Standards as soon as possible. Staff members may also make a confidential report of discrimination, harassment, retaliation, or unprofessional conduct by calling the employee reporting hotline at **573-526-7000**, or toll free at **855-773-6391**.

The process for reporting discrimination, harassment, and retaliation can be found in D2-11.4 Discrimination, Harassment, Retaliation, and Unprofessional Conduct.

Pregnancy and Breastfeeding

If you are pregnant, have been pregnant, or may become pregnant, and work for the State of Missouri, you are protected against pregnancy-based discrimination and harassment at work under federal law. You may also have a legal right to work adjustments that will allow you to do your job without jeopardizing your health.

Federal law also requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express the milk. Employers are required to provide a place – other than a bathroom – that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

If you have questions or concerns related to pregnancy or breastfeeding, please consult D2-7.14 Pregnancy and Breast Feeding or contact your chief administrative officer or worksite personnel representative.

Family and Medical Leave Act (FMLA)

Leave Entitlements: FMLA provides to eligible employees unpaid, job-protected leave for certain family and medical reasons. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has qualifying serious health condition;

- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a service-related serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Absences covered under FMLA run concurrently with accrued paid and unpaid leave. This means that the department requires employees to use accrued sick, annual, holiday, and state compensatory leave while taking FMLA leave. After all accrued leave balances are exhausted, the employee may use unpaid leave for absences covered under FMLA. Regardless of the type of leave used for the absence, the employee must comply with the department's normal time and attendance reporting policies.

Benefits and Protections: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by FMLA, or being involved in any proceeding under or related to FMLA.

Eligibility Requirements: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the state for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information for the employer to determine whether the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions; that a family member cannot perform daily activities; or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Employees should consult department procedure D2-8.13 Family Medical Leave or D2-8.15 Military Family Leave for a complete explanation of the process for requesting family medical leave. If you have questions or concerns about your request or use of FMLA leave, please contact the department's FMLA Unit.

Military Leave

The department complies with all regulations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA is designed to protect the rights of persons who are absent from employment because of military service.

Employees who are members of the Armed Forces of the United States or the National Guard who are performing military duties on a voluntary or involuntary basis are entitled to military leave of absence. While serving under military orders, employees will be entitled to the protection and benefits of USERRA. Employees serving in the military under eligible criteria will not be subjected to any negative impact on their career with the department, to include seniority, benefit entitlement or performance rating. The department provides 120 hours of paid military leave (not including days off or holidays) in any federal fiscal year (October 1-September 30).



Employee Benefits

State-Sponsored Insurance Plans

The Missouri State Employees' Retirement System (MOSERS) provides insurance options to its members. They are as follows:

- Basic Life Insurance
- Long-term Disability
- Missouri Voluntary Life Insurance Commission (MOVLIC)
- Optional Life Insurance (portable) – Dependent coverage is available
- Missouri Consolidated Health Care Plan (MCHCP) provides member and dependent coverage for the following:
 - Medical
 - Dental
 - Vision Plan

Please direct all questions regarding eligibility and program specifics to your work site personnel representative.

Retirement

Employees of the department who meet the eligibility criteria are covered under the Missouri State Employees' Retirement System (MOSERS).

Current publications that cover retirement eligibility, benefits, creditable service, contributions, early retirement, and other retirement issues are available from your work site personnel representative.

Cafeteria Plan

The Cafeteria Plan is a benefit option available to state employees that allows pretax dollars to be used for dependent care; state-sponsored medical, dental, and vision insurance premiums; and other flexible medical benefits as identified by the Cafeteria Plan. As a result, this may lower the employee's tax obligation. For more information, please contact your work site personnel representative.

Deferred Compensation

Administered by MOSERS, the deferred compensation plan provides a convenient way to save for retirement through payroll deduction. Both pre-tax and after-tax (Roth) contribution options are available. Plan features include a custom yet affordable investment lineup, free seminars and consultation with local representatives, and convenient online account access. Employees may call 800-392-0925 for additional information.

Paid Leave

Full-time state of Missouri employees accumulate annual leave starting at 5 hours of annual leave each pay period (or 10 hours per month). Employees earn 6 hours of annual leave each pay period after completing 10 years of state service. Upon completing 15 years of state service, employees earn 7 hours of annual leave each pay period. There are limits to how much annual leave an employee is allowed to maintain on an annual basis. Those limits are 240 hours, 288 hours, and 336 hours, depending on how many years of state service the employee has. When employees separate from service, they are entitled to receive reimbursement for the amount of accrued leave that does not exceed the maximum allowable accumulation.

Full-time employees also earn 5 hours of sick leave each pay period as long as they are in pay status for at least 80 hours of that pay period. Employees can accumulate sick leave without limit. Sick leave can be converted to retirement credit upon retirement.

If you have any questions concerning paid leave, please contact your personnel clerk.

Bereavement Leave

Employees who experience the death of an immediate family member or member of their household may be approved to use paid administrative leave of up to 40 hours in order to grieve and attend the funeral of their loved one. This paid leave is not taken from the employee's accrued paid leave balances.

Parental Leave

Executive Order 17-09 allows every employee of the departments and agencies of the executive branch of Missouri state government to take paid parental leave for the birth or adoption of a child. Primary caregivers may take up to 6 weeks of paid parental leave. Secondary caregivers may take up to 3 weeks of paid parental leave. More information about parental leave can be found in department procedure D2-8.14 Parental Leave.

Leave for Victims of Domestic Violence

Missouri law allows employees of the Department who are victims of domestic or sexual violence, or have a family or household member who is a victim of sexual violence, may take up to two workweeks of unpaid leave from work within any 12-month period to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

More information about leave for victims of domestic violence can be found in department procedure D2-8.17 Leave for Victims of Domestic Violence.

ShareLeave

When employees suffer a catastrophic illness or injury and have exhausted all paid leave, they may qualify for ShareLeave to utilize paid leave that has been donated by fellow employees. Department Procedure D2-8.12 ShareLeave provides information about how to donate leave and request the use of ShareLeave.

Holidays

Pursuant to state law, state employees receive 13 paid holidays, plus any additional holidays as designated by the governor or the president. Employees who work on holidays earn compensatory time, which they can use at a later date or take in the form of a compensatory time payout. Please refer to Department Procedure D2-8.10 Holiday for more information.

(MOST) Savings Tuition Program

The Missouri Savings for Tuition Program is an educational savings program designed for higher education costs and is available through payroll deduction. For more information, please contact your work site personnel representative.

Credit Union

Services of the Missouri Credit Union are available to all employees of the department. This is a not-for-profit savings and lending institution, offering a variety of savings accounts, checking accounts, loan programs, travelers' checks, credit cards, automatic teller machines, and investment options, etc. Application for membership should be made directly at the credit union office.

Savings Bond

The State of Missouri offers a savings bond program. Employees may designate a portion of their income for the purchase of a variety of savings bonds and may use automatic payroll deduction for their purchase. For more information, please contact your work site personnel representative.

Employee Assistance Program

Strive Employee Life and Family (SELF) is a program designed to provide assistance to employees and their families in resolving problems related to drug and alcohol abuse, marital, family, legal, financial, stress, or career problems.

This program is available to all active state employees who are eligible for health benefits through Missouri Consolidated Health Care Plan. Please also refer to D2-7.9 Employee Assistance Program. Employees who feel they need any of the services offered from SELF can contact a SELF representative at 800-808-2261. SELF is available 24 hours a day, 7 days a week.

Peer Action and Care Team (PACT)

PACT is available to provide information, referrals, and support to employees who experience a critical situation or traumatic event (work-related or not) that leaves them feeling overwhelmed or causes them to suffer physical or mental trauma.

Employees may contact or request to see a PACT team member at their workplace at any time. More information can be found in D2-15.8 Employee Trauma and Peer Support.

Training and Job Development Opportunities

The department encourages employees to participate in professional development throughout their careers and offers multiple opportunities for employees to receive training in a classroom setting, online, and through virtual instructors.

A comprehensive list of training classes and programs can be found on the department intranet page under the “Training Academy” tab. Additional information may be found in Department Procedure D2-12.4 Staff Member Training.

College Partnerships

As part of its dedication to employee development, the department has established partnerships with numerous colleges and universities that allow employees to take college credit hours at a reduced rate and even receive course credit for training provided by the department. A list of participating colleges and universities can be found on the department intranet page under the “Training Academy” heading.

Employee Recognition

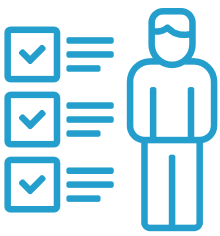
The department takes great pride in recognizing outstanding performers. Employees can be recognized at their worksite and at the departmental and state level for performing their duties in an outstanding manner or accomplishing exemplary achievements in the performance of their duties in accordance with D2-7.2 Recognition Committee. The department acknowledges these accomplishments through the Employee of the Month selection process, the Award of Valor, Distinguished Service Award, and Lifesaver Award. Employees are encouraged to nominate co-workers for these awards.

Employee Wellness

Employee wellness is a key component in maintaining a successful workforce. Employees at the department have access to local wellness activities throughout the year, as well as free vaccinations for influenza, Hepatitis A and B, tetanus, diphtheria, and pertussis. Please contact your worksite coordinator if you have questions about activities and programs available in your area.

Special Discounts for State Employees

State employees receive discounts for a variety of goods and services, including car rentals, hotels, ball games, and amusement parks, to name a few. Notice of these discounts are frequently emailed to department employees, and a complete list can be found at <https://discount.mo.gov/>.



Employee Expectations and Responsibilities

Employee Standards

As an Executive Branch employee, you are expected to conduct the business of state government in a manner which inspires public confidence and trust with respect, concern, and courtesy towards clients, co-workers, and the general public. You are expected to comply with all applicable federal, state, and local laws. By accepting a job with the Department of Corrections, you agree to give to the public the diligent application of your knowledge, skills, and abilities for which you are compensated.

All employees of the department are required to maintain their professionalism during the performance of their duties and in their relationship with the public, fellow employees, and offenders. The manner in which an employee conducts his or her personal life should reflect the highest professional, moral, and ethical standards and should not reflect negatively on the department.

You are also expected to approach your duties and coworkers with a positive attitude and constructively support open communication, dedication, and compassion. Engaging in disrespectful and discourteous behaviors such as gossiping about coworkers; making threatening or accusatory statements; name-calling; or other conduct deemed to be similar in nature is considered unprofessional conduct and will not be tolerated. Refer to procedures D2-11 Employee Standards and D2-11.10 Staff Member Conduct.

Drug Free Workplace Statement

Staff member drug and alcohol use may impair a staff member's ability to perform the functions of his job, reduce the staff member's ability to perform his or her job safely, and jeopardize the safety and security of the workplace, co-workers, and offenders.

The use or possession of illegal drugs on or off duty and the unauthorized use of prescription and non-prescription drugs by staff members jeopardizes the department's ability to carry out its public safety mission and will not be tolerated. Whether a staff member is on or off duty, the use, possession, manufacture, distribution, or dispensation of illegal drugs or any controlled substance without a valid or current medical prescription will result in discipline.

The use of marijuana or marijuana-infused products on or off duty is prohibited even if the staff member possesses a physician certification or qualifying patient identification card that allows the staff member to use medical marijuana for treatment under the supervision of a physician.

The intentional or unintentional ingestion or use of hemp products, cannabidiol oil (CBD) products, coca leaves, Inca tea products or of tetrahydrocannabinol (THC), or cocaine that occurs naturally in food or beverages is not an acceptable explanation for a positive drug test result.

Department staff members who violate the drug-free workplace policy will be disciplined.

Tobacco Use Limitations

To promote the health, safety, and welfare of staff members, offenders, and visitors, the sale, possession, and use of all tobacco products or electronic cigarettes is prohibited in all department facilities, except in designated smoking areas, parking lots or private vehicles. Refer to procedure D2-11.9 Non-Smoking and Tobacco Free.

Computer Systems

Employees who are authorized access to the department's computer systems are assigned a user's identification and are required to maintain a confidential password. Employees must not reveal this password to anyone. An employee who learns that someone has learned his or her password must promptly create a new password.

An employee must not permit computer access through his or her user identification by another employee. Similarly, employees are prohibited from accessing any computer system through the user identification of another employee.

The department reserves the right to access any and all information contained in computer files, including electronic mail messages and internet website information. Employees should have no expectation of privacy with regard to these files, including their electronic messages.

Access to the computer system, including electronic mail and the Internet, is for official state business use only. The use of the department's computer system for personal reasons is forbidden. This includes, but is not limited to, sending and receiving of emails, accessing non-work related websites or social media platforms, downloading files, and accessing information from MULES, NCIC, and OP II for personal reasons. Employees are not to disclose or misuse confidential information obtained in the course of conducting departmental business. For additional information please refer to D1-7.1 Information Systems.

Use of the department's computer system for personal reasons may subject the employee to disciplinary action.

Social Media Policy

Social media can be a fun and easy way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. You are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance or the performance of coworkers, or otherwise adversely affects staff members, offenders, agency partners, or the citizens of Missouri, may result in disciplinary action.

To assist you in making responsible decisions about your use of social media, the department has established these guidelines for appropriate use of social media.

1. Know and follow the policies and procedures of the department, including but not limited to D2-11.14 Discrimination, Harassment, Retaliation, and Unprofessional Conduct, D1-11.2 Public and Confidential Records, D1-11.3 Record Retention, D2-11 Employee Standards, D2-11A Social Media and D2-11.10 Staff Member Conduct, and ensure your postings are consistent with these policies. Inappropriate postings that include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action.
2. Always be fair and courteous to fellow staff members, offenders, agency partners, and citizens of Missouri. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our employee conflict resolution process than by posting complaints to a social media outlet. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparages co-workers, offenders, or agency partners; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or department policy.
3. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post rumors or any information that you know to be false about the department, coworkers, offenders, agency partners, or citizens of Missouri.
4. Maintain the confidentiality of private information. Do not post anything related to department safety and security procedures, institutional operations, offenders' personal information, employee personal information, closed or confidential criminal information, or any other information considered closed or confidential under state or federal law.
5. Express only your personal opinions. Never represent yourself as a spokesperson for the department. If the Department of Corrections is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the department or your coworkers.

6. Use of social media while on work time is prohibited unless it is work-related as authorized by your supervisor. Do not use your department email address to register on social networks, blogs, or other online tools utilized for personal, instead of professional, use.

Attendance and Work Schedule

All employees are expected to arrive to work on time, work all assigned posts and scheduled shifts as directed, work all mandatory overtime, and comply with all leave procedures when requesting time off of work. Frequent tardiness and absences from work and failure to comply with department attendance procedures negatively affect the safety and security of department facilities, are discourteous and disrespectful to coworkers, and are unprofessional. Employees may be disciplined for excessive or unauthorized absences and failure to comply with the requirements for requesting leave. For additional information refer to D2-8.1 Time and Attendance and D2-8.11 Work Schedules.

Employees are expected to use leave only when they have the appropriate type of paid leave to cover the absence, or have been approved for leave without pay. Paid leave includes sick (D2-8.3), annual (D2-8.2), compensatory (D2-8.4), and administrative leave (D2-8.5). Employees may be denied leave even if they have accrued paid leave balances when such leave is unscheduled or inconsistent with the needs of the worksite. Employees who have no accrued paid leave and have not been approved for leave without pay or a leave of absences without pay will be considered absent without pre or subsequent approval, or "AWOL," for any absences not protected by state or federal law. Refer to D2-8.6 Leave Without Pay (LWOP) and Leave of Absence Without Pay (LOA) for more information.

The ability to work beyond a normal scheduled shift and more than 40 hours in a work week is an essential function of all department employees. Employees who refuse to work mandated overtime may be subject to disciplinary action. All voluntary overtime must be approved prior to being worked. Failure to seek approval prior to working overtime may lead to disciplinary action.

During emergency situations which affect the department's worksites, such as natural disasters or pandemics, the department must maintain safe and secure work environments. As a result of these situations, the department may assign employees new or additional duties, modify employee work schedules, require employees to wear additional personal protective equipment, and require employees to undergo additional screening or testing, depending on the nature of the emergency. These actions will be taken to ensure the safety and security of staff members, the offenders, and the public and will remain in effect only until the emergency situation has been resolved and normal operations can resume.

Annual Employment Requirements

Every calendar year, during each staff member's birth month, an annual tuberculosis test will be given and completion of the staff information update form will be required to ensure emergency contact information is accurate including a current telephone number and home address.

Every calendar year, in the month following each staff member's birth month, a criminal history check will be conducted. Please refer to department procedure D2-11.14 Annual Employment Requirements.

Employee Personal Information

Due to the nature of the work performed, the department is required to keep accurate, up-to-date employment records on all employees in order to ensure compliance with state and federal laws, to keep benefits information up-to-date, and to make certain that important mailings reach all employees. The organization considers the information in employment records to be confidential.

Employees must immediately inform their worksite human resources office of any necessary updates to their personnel file, such as a change of address, telephone number, emergency contact, marital status, name, number of dependents, or military status.

All employees are required to provide a working telephone number where they can be reached during off-duty hours. It is the employee's responsibility to provide this telephone number to his or her immediate supervisor and to ensure the worksite personnel office is informed. The employee must notify the supervisor and the personnel office whenever the number is changed.

Outside Employment

Employees may hold employment outside of the department as long as their division director or designee determines that the outside employment does not conflict or interfere with the employee's work performance or the mission of the department. Employees who work another job outside the department must ensure that the outside employment does not affect their work performance or attendance and must give first consideration to their employment with the department.

The process for seeking approval for outside employment can be found in department procedure D2-11.1 Secondary Employment or Volunteer Work.

State Income Tax Compliance

All employees of the department must be in compliance with section 105.262 RSMo on an annual basis. This statute requires, as a condition of continued employment, that state employees file all state income tax returns and pay all state income taxes yearly. Employees who fail to do this cannot continue to work for the State of Missouri.

Nepotism and Fraternization

Department employees are prohibited from hiring, appointing, or providing a recommendation for any relative applying for a job with the department or its contractors. Relatives may be permitted to work at the same work location, but should not be placed in any type of monitoring or supervisory role over one another or through the regular chain of command. When incidents occur that bring employees into conflict with this policy, such as the marriage of two employees, every effort will be made to reconcile the situation.

All department employees are prohibited from having a personal relationship with a supervisor or a subordinate in their chain of command. A personal relationship is defined as a relationship that consists of more than mere social interaction between individuals. It includes, but is not

limited to, romantic involvement with another person, dating, sexual activity, or cohabitation. If a promotion, temporary assignment, or some other employment action causes employees having a personal relationship to be placed in positions as supervisor and subordinate, each employee must immediately report the existence of their relationship in writing to the chief administrative officer. The chief administrative officer will take appropriate action as outlined in D2-11.3 Nepotism and Fraternization.

Employees who violate any of the rules of D2-11.3 Nepotism and Fraternization will be disciplined.

Reporting Criminal Arrests

Employees are required to report arrests and charges for all felonies and misdemeanors, except minor traffic violations. Alcohol-related charges and driving while license is suspended or revoked are not minor traffic violations, so employees must report those matters. Employees also must report any citation or arrest for a traffic violation that occurred while operating a state-owned vehicle.

In addition to making an immediate oral report, employees must submit to the chief administrative officer a detailed written account of the incident that led to the employee's arrest or filing of criminal charges before the end of the next shift worked after being arrested or charged. In the event that an employee is on leave, the employee is required to provide written notification as soon as possible but no later than three days after being arrested or charged.

Employees must notify the chief administrative officer in writing about court appearances related to the charges in advance of the court appearance.

Employees must promptly provide a written account of the final disposition of the charge, including any plea that results in a suspended imposition or execution of sentence. Refer to Departmental Procedure D2-11.10 Staff Member Conduct.

Reporting Work-Related Misconduct

As an employee of the department, you are expected to immediately report any misconduct that you become aware of or observe. The serious nature of our business means that even the slightest misconduct can cause a ripple that affects the safety and security of our staff members, facilities, and offenders. You may be the only one who can prevent a serious safety and security breach.

Further guidance on what may constitute misconduct can be found in D2-11 Employee Standards, D2-11.10 Staff Member Conduct, D2-11.4 Discrimination, Harassment, Retaliation, and Unprofessional Conduct, and D1-8.13 Offender Sexual Abuse and Harassment.

Avoidable Contact with Offenders

All employees are required to conduct themselves professionally when associating with offenders. Consequently, employees are prohibited from having unnecessary personal interaction, referred to as “avoidable contact,” with an offender.

Avoidable contact is any contact with an offender that is not authorized as a responsibility of the employee’s position.

Prohibited contact includes, but is not limited to, unauthorized oral or written communication, business or social associations, giving unauthorized gifts of any nature, name calling, teasing, horseplay, joking with offenders, carrying messages for offenders, sharing personal information with offenders, and any other overly familiar act with an offender. This prohibition applies equally to avoidable contact with an offender’s family members or significant others.

If you have a family member who is an offender, if you have a pre-existing personal relationship with someone who is an offender, or you have a pre-existing personal relationship with someone who becomes an offender under the supervision of the department, you are required to notify your chief administrative officer by completing the Offender Contact Notification form in accordance with the department procedure D2-11.10 Staff Member Conduct.

You must inform the chief administrative officer in writing when you have unauthorized contact with an offender or an offender’s family member or significant other, whether at work or outside the work site (for example, if an offender calls you at home or contacts you via social media).

You may not give your own or a fellow employee’s home telephone numbers or address to offenders or an offender’s family and/or significant other unless specifically authorized.

You are prohibited from receiving or giving anything to an offender, an offender’s family or significant other, except those items authorized in the usual course of business.

Finally, you shall not remove from or bring into any area under jurisdiction of the department any property, message, or any other item for an offender without proper authorization.

If you have any questions about these rules, please refer to D2-11.10 Staff Member Conduct, or speak with your supervisor or worksite personnel representative.

Offender Abuse and Sexual Contact with an Offender

Employees, contractors, and volunteers are prohibited from sexually abusing or harassing an offender. Sexual abuse includes sexual contact that occurs with the offender’s consent. Offender sexual abuse by a department staff member is a felony offense that could result in incarceration and designation as a sex offender.

When any employee, contractor, or volunteer of the department has reason to believe that an offender has been abused, they must immediately report all pertinent details in writing to their supervisor or chief administrative officer. Please refer to department procedure D1-8.13 Offender Sexual Abuse and Harassment.

Employee Searches

At department facilities other than correctional centers, the department may search any staff member's office, desk, filing cabinet, state-issued vehicle, and computer for work-related purposes. A staff member's personal property may be searched for work-related purposes or when there is a reasonable belief that the staff member may be involved in workplace misconduct.

All staff members may be searched at any time while in a correctional facility. All staff members seeking entry into the institutional security perimeter may be subjected to a random search of their persons, all items carried by them, and a metal detector search. Random frisk searches will occur in a uniform and nondiscriminatory manner to ensure against contraband or threats to the safety or security of the worksite. For further information about employee searches, please see department procedure D2-11.13 Staff Searches.

Solicitation and Gambling

No solicitation or gambling of any nature by any person or entity shall be permitted to take place on departmental property, whether owned or leased, except for those authorized organizations and activities established in departmental procedure D2-11.17 Solicitation and Gambling.

Investigations

All employees must give their full cooperation in all investigations conducted by their chain of command or the Office of Professional Standards in accordance with departmental procedures D1-8.1 Office of Professional Standards and D1-8.4 Institutional Investigations. While an investigation is pending, employees who are interviewed (or their representatives) may not disclose any matter that was discussed during an investigatory interview.

Discrimination, Harassment, Retaliation and Unprofessional Conduct

The department is committed to maintaining a work environment that fosters mutual respect and working relationships free from discrimination, harassment, retaliation, and unprofessional conduct (D2-11.4).

The department does not tolerate discrimination, harassment, retaliation, or unprofessional conduct. Staff members who engage in such behaviors will be subject to disciplinary action. Conduct that may not constitute discrimination, harassment, or retaliation under state and federal laws may still be cause for disciplinary action.

Any staff member who experiences or witnesses any form of discrimination, harassment, retaliation, or unprofessional conduct must immediately report this conduct, either verbally or in writing, to the staff member's immediate supervisor, any other supervisor within the department, the chief administrative officer, or the Office of Professional Standards.

Staff members may also make a confidential report of discrimination, harassment, retaliation, or unprofessional conduct by calling the employee reporting hotline at **573-526-7000**, or toll free at **855-773-6391**.



doc.mo.gov